

Insert Local Program Information Here

An Individualized Family Service Plan Meeting is scheduled for:

Date

Time

Location

Please call the office if you need to reschedule this appointment

A program certified by the Massachusetts Department of Public Health

Child's Name: _____

Date of Birth: _____

Individualized Family Service Plan Meeting Notice

An Individualized Family Service Plan (IFSP) is the written plan for providing services to a child who is eligible for Early Intervention and to the child's family.

During an IFSP meeting, parents, Early Intervention staff, and any other people the family would like to invite meet to develop or revise the IFSP. You are an important member of the IFSP team. The IFSP team will review developmental information, decide on the outcomes to work on, and plan the service, supports and strategies to achieve those outcomes. The IFSP meeting is a time to talk about what is working well or what may need to change.

You may invite anyone to an IFSP meeting. You may invite family, friends, an advocate, or other EI staff who provide services to your child. If there is someone you would like to be part of the IFSP meeting, but who can't attend, the team can plan to have them on a conference call, by having their representative attend or including their records.

The IFSP meeting is scheduled at a time and location convenient for you when the program is open for business. You have the right to ask that the meeting happen in the language you are most comfortable speaking unless clearly not feasible. If you use another way of communicating, such as sign language or Braille, the program can make those arrangements as well.

The Early Intervention Staff who will be at the meeting are:

Name Service Coordinator/Discipline/phone/extension

Name Discipline

Name Discipline

Name Discipline

Name Discipline

Name Discipline

The Individualized Family Service Plan (IFSP) is written by you and your Early Intervention team. You are the most important member of the team. If you agree with the plan and the services, the program will ask for your consent. You may give consent for some services and not others. As a parent, you have the right to ask for an IFSP meeting at any time to review the plan and services. Any service you consent to in writing must be provided. If your family is assessed a fee, the fee will apply to the services you have given consent to on the IFSP.

The cost of IFSP Meetings and their reviews are covered by your insurance, Mass Health or the Department of Public Health.

Date mailed:

Date delivered:

Staff initials:

*Early Intervention programs in Massachusetts are certified by the Massachusetts Department of Public Health
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